

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 10th December 2025 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chair)
Cllr Peter Kelleher (Deputy Chair)
Cllr Andy Briers
Cllr Luke Dadford (From 7:02pm)
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr Michael Thierry
Cllr Glenys Turner
Cllr James Swyer

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk
Nicola Vodden, Office Manager

ABSENT: Cllr John Haywood

F/6493 PUBLIC PARTICIPATION

There were no members of the public present.

F/6494 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Haywood.

F/6495 DECLARATIONS OF INTEREST

Although it was not a declarable pecuniary interest, in relation to payments 2765 and 2744, Cllr Day made members aware he is an employee of Lacey's Solicitors.

Cllr Dadford joined the meeting at 19:02.

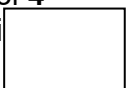
F/6496 MINUTES OF THE PREVIOUS MEETINGS

RESOLVED: That the minutes of the meetings held on 19th November 2025 having been circulated, be approved and signed by the Chair as a correct record.

F/6497 FINANCIAL REPORTS

Members considered the financial reports presented as *Annex A*. The Deputy Town Clerk provided additional detail on transactions made from the Imprest account in November. These included:-

- Source4Business – water bills had been higher than expected. The Grounds Manager has been asked to investigate the cause.
- Payment to HAGS for repairs and replacement equipment at Ash Grove Play Area. It was



noted that a donation of £1,000 had been received from The Elm Tree public house as a contribution to the works

Since circulation of the balances and transfers report, the Finance Manager had indicated expenditure would be higher this month, given the PWBL loan repayment and the balances being due for the Christmas lights and the multi-use games area. A revised report was tabled at the meeting requesting authority to transfer £55,000 from CCLA.

There were no changes to the CIL report this month and the unallocated balance of £6,608.43 remains.

The Deputy Town Clerk reported that the newly appointed Finance Manager would commence her employment from 30th December 2025.

RESOLVED: 1) That the list of payments made from the Imprest Account for November be received and authorised;
2) That Cllr M DeBoos' verification and signing of bank reconciliations to end of October be noted;
3) That the Town Clerk's report on budget monitoring be received;
4) That the updated Statement of Town Council Balances be received and Inter Account Transfers report be noted; and
5) That the report and levels of CIL reserves be noted.

ACTION C Bennett

F/6498

BUDGET REPORT

Members considered the Town Clerks' report on the draft Council budget for 2026/27 (*Annex B*). The report details:-

- budget assumptions and pressures
- updates since November committee reviews
- the position in relation to the General Reserve
- Council Tax and Precept considerations
- Other factors affecting 2026/27 Precept requirement

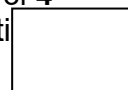
Matters arising were discussed at length and members expressed their varying opinions. Concerns were raised in a number of areas.

NFDC had provided an explanation for the reduction in the council tax base rate this year, which had been circulated prior to the meeting. Historical information on the base rate from previous years was requested.

It was felt that the budget assumptions at paragraph 3.1 were optimistic, and that the draft budget should be remodelled showing variations of those assumptions (including income) and the resulting impact on the Precept.

In addition, officers are asked to examine all budget areas closely for any further scope to make savings and reduce overall expenditure.

It was re-iterated that decisions were required for the 2026/27 budget and it would not be possible to implement (or see the impact of) any significant changes, should they be proposed, before the precept deadline date of 30th January 2026.



In relation to reserves, it was thought there may be some scope to vary planned transfers into earmarked reserves or to transfer funds from earmarked reserves to the General Reserve (GR) and satisfy the auditors expectation that the balance should be the equivalent of at least 3 months expenditure. Given there are some uncertainties to be faced this year, there is a need for the GR to be robust.

Longer term, it was suggested that strategic consideration be given to sustainable service provision, given the Council's priorities, statutory responsibilities and funding available.

RESOLVED: 1) That the Town Clerk's report and draft budget for 2026/27 be noted;
2) That the budget be remodelled and different iterations be provided to show various inflation (and other assumption) levels and the associated impact on the Precept;
3) That transfers to and levels of earmarked reserves be reviewed to establish if funds can be added to the General Reserve, to maintain it at an acceptable level.

ACTION C Bennett

F/6499

LOCAL GOVERNMENT PENSION SCHEME – MEMBERSHIP OF TOWN & PARISH COUNCILS GROUP

Members considered the Deputy Town Clerk's report (*Annex C*). She added that the last valuation had been 3 years ago and the position had improved. The reduction in employer's contribution for 2026/27 had been modelled into the draft budget. There is the opportunity to come out of the town and parish group (deadline 6th January) but the recommendation is to remain in as this provides pooled risk, predictable contribution rates and a spread of costs across all councils.

RESOLVED: That the Town Council maintain its membership in the Town and Parish Council group within the Hampshire Pension Fund.

ACTION J Hurd

F/6500

PROJECTS (current and proposed)

Assertion 10 compliance, which was mentioned at a previous meeting, is to be added to the projects list.

RESOLVED: That the update in respect of projects (*Annex D*) be noted and new project be added to the report.

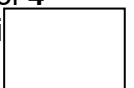
F/6501

COMMUNICATIONS

Acknowledgement and thanks for the donation received from The Elm Tree public house towards the cost of the works undertaken at Ash Grove Play Area.

There being no further business, the Chairman closed the meeting at 8:13pm.

Note: The text in the Action Boxes above does not form part of these minutes.



RECEIVED
17th December 2025

APPROVED
21st January 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

10th December 2025

Paid Expenditure Transactions

Start of year 01/04/25

A

paid between 01/11/25 and 30/11/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	03/11/25	6126		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery November 2025 3200/1/5
DD	03/11/25	6127		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse November 2025 3802/1/6
		6131/1		£3,372.39	£0.00	£3,372.39	P&F	Public Works Loan Board	Principle 2500/1/2
		6131/2		£2,002.57	£0.00	£2,002.57	P&F	Public Works Loan Board	Interest 2500/1/1
DD	03/11/25	6131		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419 2500/1/2
2734	04/11/25	6064		£82.90	£0.00	£82.90	P&F	Source 4 Business	Greenways 03/04/25 - 29/09/25 3439570801 2100/1
2735	04/11/25	6065		£138.44	£0.00	£138.44	P&F	Water2Business	Greenways 03/04/25 - 29/09/25 12024218 2100/1
2736	04/11/25	6066		£446.71	£0.00	£446.71	RLOS	Source 4 Business	Cemetery 19/04/25 - 07/10/25 3443419601 3200/1/2
2737	04/11/25	6067		£81.40	£0.00	£81.40	RLOS	Source 4 Business	The Bickerley 03/04/25 - 29/09/25 3429521601 3000/1/8
2738	04/11/25	6068		£223.08	£0.00	£223.08	RLOS	Source 4 Business	Mount Pleasant 11/04/25 - 09/10/25 3443419604 3000/1/8
2739	04/11/25	6069		£875.46	£0.00	£875.46	RLOS	Source 4 Business	Mount Pleasant 11/04/25 - 09/10/25 3443419603 3000/1/8
2740	04/11/25	6070		£139.08	£0.00	£139.08	RLOS	Source 4 Business	Crow Lane 15/04/25 - 14/10/25 5016181201 3000/1/8
2742	04/11/25	6071		£425.40	£0.00	£425.40	RLOS	Source 4 Business	Allotments Crow Arch Lane 23/04/25 - 20/10/25 5072563401 3300/1/1
2742	04/11/25	6072		£125.36	£0.00	£125.36	RLOS	Source 4 Business	Carvers Clubhouse 11/04/25 - 09/10/25 3442571001 3802/1/4
2743	04/11/25	6073		£576.50	£0.00	£576.50	RLOS	Source 4 Business	S/Road Allotments 16/04/25 - 15/10/25 3443419602 3300/1/1
2744	04/11/25	6074		£1,093.78	£0.00	£1,093.78	RLOS	Source 4 Business	Allotments Upper Kingston 12/04/25 - 20/10/25 3443419605 3300/1/1
2745	04/11/25	6075		£210.10	£0.00	£210.10	RLOS	Water2Business	Carvers Clubhouse 11/04/25 - 09/10/25 29946570 3802/1/4
		6076/1		£135.96	£22.66	£113.30	P&F	Restore Datashred	10 sacks for shredding of confidential documents 2000/1/8
2746	04/11/25	6076	RTC805870	£135.96	£22.66	£113.30		Restore Datashred	One-off agreement - 10 sacks x 12.5kg each - off-site confidential shredding and certification of destruction - bags received - will be invoiced when the bags get collected and shredding of contents is certified. 2000/1/8

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			6077/1	£180.00	£30.00	£150.00	P&F	ICCM	Cemetery Management and Compliance Course 2310/2
2747	04/11/25	6077	RTC806372	£180.00	£30.00	£150.00		ICCM	Cemetery Management and Compliance Course 2310/2
2749	04/11/25	6079	RTC806625	£60.00	£10.00	£50.00	P&F	Central Southern Security	Call out for CCTV password reset 2000/1/12
			6080/1	£19.98	£3.33	£16.65	RLOS	Letters & Logos Ltd	Remembrance Road Closure sticker "9th" 3100/4
			6080/2	£18.24	£3.04	£15.20	RLOS	Letters & Logos Ltd	Remembrance road closure sticker "1130 - 13:00" 3100/4
			6080/3	£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	Christmas road closure - "30 November" 3100/2
			6080/4	£11.88	£1.98	£9.90	RLOS	Letters & Logos Ltd	Chrismas overnight closure signs - "30/11/25" 3100/2
			6080/5	£9.90	£0.00	£9.90	RLOS	Letters & Logos Ltd	Christmas overnight closure signs "29/11/25" 3100/2
2750	04/11/25	6080	RTC806616	£78.00	£11.35	£66.65		Letters & Logos Ltd	Road Closure Stickers 3100/4
			6081/1	£1,872.00	£312.00	£1,560.00	RLOS	Hunt Forest Group	stihl fs461 brush cutters 3000/3/3
			6081/2	£588.00	£98.00	£490.00	RLOS	Hunt Forest Group	stihl bg86 blower 3000/3/3
			6081/3	£774.00	£129.00	£645.00	RLOS	Hunt Forest Group	stihl hl94 long reach hedge cutter 3000/3/3
			6081/4	£360.00	£60.00	£300.00	RLOS	Hunt Forest Group	hme beacon for x940 3000/3/3
2751	04/11/25	6081	RTC806532	£3,594.00	£599.00	£2,995.00		Hunt Forest Group	X2 fs461 c-em stihl brushcutters 3000/3/3 X2 bg86 stihl blowers X1 hl94 c-e stihl long reach hedge cutter X1 hme beacon for ride-on mower X940
			6083/1	£1,680.00	£0.00	£1,680.00	P&F	Julie Flenley	4 weeks from 6 October 2025 - 12 hours per week @ £35 per hour 2310/5
2754	04/11/25	6083	RTC806634	£1,680.00	£0.00	£1,680.00		Julie Flenley	Locum Finance Manager 2310/5
DD	04/11/25	6132		£69.06	£3.29	£65.77	P&F	SSE Southern Electric	AGR3046615 Market Place 14/07/25 - 14/10/25 2000/1/1
2748	04/11/25	6153		£55.18	£9.20	£45.98	P&F	Arco	Re order 806615 Refund expected 2000/3/2
DD	05/11/25	6133		£38.94	£6.49	£32.45	RLOS	Sky Business	05/11/25 - 04/12/25 3802/2/5
DD	10/11/25	6134		£189.08	£9.00	£180.08	RLOS	Yu Energy	October 2025 3802/1/3
			6106/1	£690.35	£115.06	£575.29	RLOS	Ringwood Motor Company Ltd	full service ef66avd 3000/3/2
			6106/2	£58.60	£0.00	£58.60	RLOS	Ringwood Motor Company Ltd	M.O.T 3000/3/2

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Start of year 01/04/25

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2756	17/11/25	6106	RTC806560	£748.95	£115.06	£633.89		Ringwood Motor Company Ltd	full service and M.O.T ford transit EF66AVD - additional work carried out after order raised	3000/3/2
		6107/1		£2,700.00	£450.00	£2,250.00	RLOS	New Forest District Council	hedge cutting open spaces	3000/2/9
2760	17/11/25	6107	RTC806587	£2,700.00	£450.00	£2,250.00		New Forest District Council	hedge cutting open spaces	3000/2/9
		6108/1		£187.06	£0.00	£187.06	P&F	Rory Fitzgerald	consultancy support on finance	2400/18
2761	17/11/25	6108	RTC806666	£187.06	£0.00	£187.06		Rory Fitzgerald	Consultancy support on finance	2400/18
		6109/1		£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof	2000/3/4
2762	17/11/25	6109	RTC806617	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - April '25 visit - bi-annual	2000/3/4
2763	17/11/25	6110	RTC806668	£172.01	£28.67	£143.34	RLOS	Peter Noble Ltd	Kubota repairs	3000/3/2
BP	17/11/25	6130		£9,373.76	£0.00	£9,373.76	P&F	Hampshire County Council	Pension October 2025	2600/1/3
DD	17/11/25	6135		£45.14	£7.52	£37.62	RLOS	3G	October 2025	3000/1/6
2757	17/11/25	6170	RTC806691	£288.00	£48.00	£240.00	RLOS	Abbas Cabins	3 x cubicle toilets for Winter wanderland event - delivery Friday 28th collect Monday 1st.	3100/2
									PAYMENT REQUIRED PRIOR TO DELIVERY	
		6112/1		£3,000.00	£500.00	£2,500.00	P&F	Holmes & Hills LLP Client Account	Delete PO 806651 this is the new order Advice re Long Lane Ringwood Professional Charges for the Provision of Legal Service	2400/17
2764	18/11/25	6112	RTC806636	£3,000.00	£500.00	£2,500.00		Holmes & Hills LLP Client Account	Advice re Long Lane Ringwood: Professional Charges for the Provision of Legal Services Replaces order 806629	2400/17
		6113/1		£3,620.00	£600.00	£3,020.00	P&F	Laceys Solicitors	legal advice	2400/17
2765	18/11/25	6113	RTC806665	£3,620.00	£600.00	£3,020.00		Laceys Solicitors	legal advice re surrender of lease and grant of new lease Long Lane	2400/17
		6114/1		£202.20	£33.70	£168.50	P&F	Utili Light Limited	inspect and clean jubilee lamp	2400/6
2766	18/11/25	6114	RTC806633	£202.20	£33.70	£168.50		Utili Light Limited	Inspect and clean Jubilee Lantern, 260112 job number	2400/6
2767	18/11/25	6115		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly charge	2000/1/10

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Start of year 01/04/25

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paid between 01/11/25 and 30/11/25

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2768	18/11/25	6118		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/11/25 - 15/12/25 3802/3/1
2770	18/11/25	6119		£37.94	£6.32	£31.62	RLOS	Itec	Carvers Clubhouse 24/10/25 3802/2/2
2771	18/11/25	6120		£35.63	£5.94	£29.69	P&F	Itec	Gateway 24/10/2025 2000/1/9
		6121/1		£20.92	£3.49	£17.43	RLOS	Hampshire County Council	710972 - Black sacks x 200 3000/1/2
		6121/2		£13.80	£2.30	£11.50	P&F	Hampshire County Council	951024 Nitrile gloves x 200 2000/3/4
		6121/3		£0.59	£0.10	£0.49	P&F	Hampshire County Council	846606 Staples 26/6 2000/1/8
		6121/4		£1.40	£0.23	£1.17	P&F	Hampshire County Council	858224 Transparent tape 2000/1/8
2773	18/11/25	6121	RTC806649	£36.71	£6.12	£30.59		Hampshire County Council	Black sacks, gloves, staples, cellotape 3000/1/2
		6123/1		£108.00	£18.00	£90.00	P&F	ICCM	Training course 2200/1/6
2776	18/11/25	6123	RTC806660	£108.00	£18.00	£90.00		ICCM	Attendance at Establishing & Managing Gardens of Remembrance online training course on: Tuesday, 2nd December 2025 - delegate Cllr G Turner 2200/1/6
DD	18/11/25	6137		£66.44	£11.07	£55.37	RLOS	Edf	Cemetery October 2025 3200/1/1
2772	18/11/25	6171	RTC806692	£211.20	£35.20	£176.00	RLOS	Concentrate Limited	JUICE internet services at carvers clubhouse inv date 3.11.25 3802/2/5
		6186/1		£200.00	£0.00	£200.00	P&F	Laceys Solicitors	to replace PO 806656 VAT on invoice 806108 3350/10
2774	18/11/25	6186	RTC806637	£200.00	£0.00	£200.00		Laceys Solicitors	See order 806108, additional funds to cover VAT 3350/10
		6191/1		£4,392.00	£0.00	£4,392.00	P&F	New Forest District Council	CCTV Contribution 1st October to end March 2026 2400/15
2775	18/11/25	6191	RTC806667	£4,392.00	£0.00	£4,392.00		New Forest District Council	6 months CCTV Contribution, ref 41079558 2400/15
		6192/1		£8,596.50	£1,432.75	£7,163.75	RLOS	HAGS-SMP Ltd	As per quote #2509550\000 dated 18/08/2025 3000/2/16
									Repairs and new equipment installation
2769	18/11/25	6192	RTC806705	£8,596.50	£1,432.75	£7,163.75		HAGS-SMP Ltd	To undertake works at Ash Grove Play Area. Please note that this purchase order replaces purchase order 806539 which was deleted. 3000/2/16
BP	19/11/25	6129		£8,844.07	£0.00	£8,844.07	P&F	Inland Revenue	October 2025 2600/1/2
		6168/1		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 2400/19

Paid Expenditure Transactions

Start of year 01/04/25

A

paid between 01/11/25 and 30/11/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			6168/2	£48.00	£8.00	£40.00	P&F	Brightwater	Outside light 2400/19
			6168/3	£42.00	£0.00	£42.00	P&F	Brightwater	Balance held on account 2400/19
FPI	19/11/25	6168		£294.60	£42.10	£252.50		Brightwater	15/11/25 - 14/12/25 2400/19
DD	20/11/25	6136		£350.20	£58.37	£291.83	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2025 calls 2000/1/11
2777	24/11/25	6124	RTC806640	£775.00	£0.00	£775.00	RLOS	Simon Chainey	Fire performer x 2 displays 2 performers \+ circus workshop 3100/1
			6125/1	£293.18	£0.00	£293.18	P&F	Chris Wilkins	provision of consultancy services 2400/18
2778	24/11/25	6125	RTC806670	£293.18	£0.00	£293.18		Chris Wilkins	Provision of consultancy services October 2400/18
			6082/1	£5.00	£0.00	£5.00	RLOS	Kooringa Computing	War memorial service sheet 3100/4
			6082/2	£135.00	£0.00	£135.00	RLOS	Kooringa Computing	Civic Service sheets 3100/4
			6082/3	£30.00	£0.00	£30.00	RLOS	Kooringa Computing	Parade War Memorial service sheets 3100/4
2752	25/11/25	6082	RTC806632	£170.00	£0.00	£170.00		Kooringa Computing	Remembrance Service Sheets 2025 3100/4
BP	25/11/25	6128		£31,582.27	£0.00	£31,582.27	P&F	Salaries	November 2025 2600/1/1
			6140/1	£31.94	£5.32	£26.62	P&F	Hampshire County Council	819050 A4 paper 2000/1/8
			6140/2	£6.90	£1.15	£5.75	P&F	Hampshire County Council	951024 Gloves - large 2000/3/4
			6140/3	£30.16	£5.03	£25.13	P&F	Hampshire County Council	762421 Suspension files x 50 - green 2000/3/4
			6140/4	£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 TORK conventional toilet roll 2000/3/4
			6140/5	£27.42	£4.57	£22.85	P&F	Hampshire County Council	TORK Paper hand towels 2000/3/4
2779	25/11/25	6140	RTC806561	£111.59	£18.60	£92.99		Hampshire County Council	Stationary and cleaner supplies 2000/1/8
			6141/1	£20.92	£3.49	£17.43	RLOS	Hampshire County Council	710972 - Black sacks x 200 3000/1/2
2779	25/11/25	6141	RTC806602	£20.92	£3.49	£17.43		Hampshire County Council	Black sacks 3000/1/2
			6142/1	£7.26	£1.21	£6.05	P&F	Hampshire County Council	747703 Week to view A5 diary 2000/1/8
			6142/2	£9.71	£1.62	£8.09	P&F	Hampshire County Council	747208 Week to view A4 diary 2000/1/8
			6142/3	£4.66	£0.78	£3.88	P&F	Hampshire County Council	721803 Reporter pad x 3 2000/1/8
2779	25/11/25	6142	RTC806603	£21.63	£3.61	£18.02		Hampshire County Council	Diaries for 2026 5 x A5 and 3 x A4 2000/1/8
2780	25/11/25	6143		£644.61	£0.00	£644.61	RLOS	Water2Business	MP 0900134401 11/04/25 - 09/10/25 3000/1/8
2781	25/11/25	6144		£485.68	£0.00	£485.68	RLOS	Water2Business	MP 0900134402 11/04/25 - 09/10/25 3000/1/8

Paid Expenditure Transactions

Start of year 01/04/25

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paid between 01/11/25 and 30/11/25

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			6078/1	£55.18	£9.20	£45.98	P&F	Arco	Arco Essentials Sanisafe 3 Quat-Free Disinfectant Wet Wipes
Lloyds CC Nov 25	28/11/25	6078	RTC806615	£55.18	£9.20	£45.98		Arco	Arco Essentials Sanisafe 3 Quat-Free Disinfectant Wet Wipes - paid for on NV credit card
			6145/1	£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband
			6145/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD	28/11/25	6145		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery October 2025
NFDC Tfr8	28/11/25	6146		£10.10	£0.00	£10.10	RLOS	New Forest District Council	NFDC Tfr8 13/10/25 Purchases for resale
NFDC Tfr8	28/11/25	6147		£8.35	£0.00	£8.35	RLOS	New Forest District Council	NFDC Tfr8 03/11/25 Purchases for resale
NFDC Tfr8	28/11/25	6148		£30.33	£0.00	£30.33	P&F	New Forest District Council	NFDC Tfr8 Credit card fees
			6149/1	£40.70	£0.00	£40.70	RLOS	New Forest District Council	Purchases for resale
			6149/2	£44.18	£0.45	£43.73	RLOS	New Forest District Council	Fireworks purchases
NFDC Tfr8	28/11/25	6149		£84.88	£0.45	£84.43		New Forest District Council	NFDC Tfr8 28/10/25
			6150/1	£33.95	£0.00	£33.95	P&F	Royal Mail Group Ltd	secure postage
Lloyds CC Nov 25 1	28/11/25	6150	RTC806613	£33.95	£0.00	£33.95		Royal Mail Group Ltd	Secure postage of laptop to locum finance manager
			6151/1	£16.98	£2.83	£14.15	P&F	Amazon	laptop stand
			6151/2	£20.61	£3.44	£17.17	P&F	Amazon	laptop sleeve
Lloyds CC Nov 25 2	28/11/25	6151	RTC806607	£37.59	£6.27	£31.32		Amazon	laptop sleeve and stand
			6152/1	£4.99	£0.83	£4.16	P&F	Amazon	HDMI to VGA adaptor for back office
			6152/2	£21.29	£3.55	£17.74	P&F	Amazon	Printer ink for cemetery office
			6152/3	£20.29	£3.38	£16.91	P&F	Amazon	Kizuna Laptop sleeve case - black - clubhouse
			6152/4	£20.98	£3.50	£17.48	P&F	Amazon	Kizuna Laptop sleeve case - khaki - clubhouse
			6152/5	£7.88	£1.31	£6.57	P&F	Amazon	Black coasters - clubhouse
			6152/6	£11.99	£2.00	£9.99	P&F	Amazon	Wired keyboard and mouse set - clubhouse
			6152/7	£11.95	£1.99	£9.96	P&F	Amazon	Mouse mat - clubhouse
			6152/8	£10.33	£1.72	£8.61	RLOS	Amazon	Pumpkin carving set - clubhouse
			6152/9	£9.43	£1.57	£7.86	RLOS	Amazon	Pumpkin carving set 24 pieces - clubhouse

Paid Expenditure Transactions

Start of year 01/04/25

A

paid between 01/11/25 and 30/11/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		6152/10		£4.99	£0.83	£4.16	P&F	Amazon	Mouse - back office 2000/1/12
Lloyds CC Nov 25 3	28/11/25	6152	RTC806612	£124.12	£20.68	£103.44		Amazon	Ink, IT accessories, Halloween 2000/1/12
Lloyds CC Nov 25 5	28/11/25	6154		£236.49	£39.41	£197.08	P&F	Microsoft	18/09/25 - 19/10/25 2000/1/15
Lloyds CC Nov 25 6	28/11/25	6155		£179.57	£29.93	£149.64	P&F	Microsoft	18/09/25 - 19/10/25 2000/1/15
Lloyds CC Nov 25 7	28/11/25	6156		£0.42	£0.00	£0.42	P&F	Indeed UK Operations Ltd	Amend to previous expense 2000/1/17
		6157/1		£36.00	£0.00	£36.00	P&F	SLCC Enterprises Ltd	Introduction to Planning Obligations 2310/2
Lloyds CC Nov 25 9	28/11/25	6157	RTC806611	£36.00	£0.00	£36.00		SLCC Enterprises Ltd	Intro to Planning Obligations Paid on CB credit card 2310/2
2782	28/11/25	6158		£3,360.00	£560.00	£2,800.00	RLOS	Aurora Fireworks Ltd	Order 806390 balance Fireworks 3100/1
2783	28/11/25	6159	RTC806610	£125.00	£0.00	£125.00	RLOS	Paul Arnold	Sound set up for Armistice Day service - Tuesday 11th November 2025 3100/4
2784	28/11/25	6160	RTC806671	£90.00	£0.00	£90.00	RLOS	Mike Coakley	Electrical fault in carvers clubhouse kitchen 3802/1/3
		6161/1		£936.00	£156.00	£780.00	RLOS	Holmes & Hills LLP Client Account	profesional charges for legal services 3350/10
2785	28/11/25	6161	RTC806684	£936.00	£156.00	£780.00		Holmes & Hills LLP Client Account	Professional Charges for the Provision of Legal Services- football project 3350/10
2786	28/11/25	6162	RTC806647	£75.60	£12.60	£63.00	RLOS	Hunt Forest Group	investigate deck fault with John deere 3000/3/2
2787	28/11/25	6163	RTC806669	£180.00	£30.00	£150.00	RLOS	Pains Fireworks	Maroon for Remembrance 2025 3100/4
		6164/1		£25.00	£0.00	£25.00	P&F	Charly Keith	Eye Test 2310/3
		6164/2		£49.00	£0.00	£49.00	P&F	Charly Keith	Glasses 2310/3
2788	28/11/25	6164	RTC806681	£74.00	£0.00	£74.00		Charly Keith	Contribution towards eye test and glasses for DSE use 2310/3
		6165/1		£207.41	£0.00	£207.41	P&F	Rory Fitzgerald	Consultancy Fee 2400/18
		6165/2		£18.00	£0.00	£18.00	P&F	Rory Fitzgerald	Travel Costs 2400/18
		6165/3		£7.10	£0.00	£7.10	P&F	Rory Fitzgerald	Car Parking 2400/18
2789	28/11/25	6165	RTC806682	£232.51	£0.00	£232.51		Rory Fitzgerald	Consultancy Fees and Travel Costs Attendance at Ringwood Gateway 25/11/2025 2400/18
PAY	28/11/25	6166		£13.71	£0.00	£13.71	P&F	Lloyds Bank	Bank charges November 2025 2000/1/18
NFDC Tfr8	28/11/25	6167		£17.94	£0.42	£17.52	RLOS	New Forest District Council	NFDC Tfr8 10/11/25 Purchases for resale 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/25

A

paid between 01/11/25 and 30/11/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		6180/1		£23.99	£4.00	£19.99	P&F	Amazon	wireless keyboard and mouse 2000/1/5
Lloyds CC Nov 25 10	28/11/25	6180	RTC806624	£23.99	£4.00	£19.99		Amazon	wireless keyboard and mouse 2000/1/5
Lloyds CC Nov 25 11	28/11/25	6181		£57.75	£0.00	£57.75	P&F	Winchester Science Centre	to be refunded 9999
Lloyds CC Nov 25 12	28/11/25	6182	RTC806697	£189.60	£31.60	£158.00	RLOS	Sum Up	2 x card reader payment machines purchased ahead of Ringwood Fireworks event 3100/1
Lloyds CC Nov 25 13	28/11/25	6184	RTC806698	£432.00	£72.00	£360.00	RLOS	Zimma Limited (Ticket Tailor)	Ticket Tailor - Ticket credits for Fireworks sales : 1000 x 0.36 1 £360.00 20% £360.00 3100/1
		6185/1		£19.09	£0.00	£19.09	RLOS	When I Work	Planning 3802/1/1
		6185/2		£0.56	£0.00	£0.56	RLOS	When I Work	Non sterling fee 3802/1/1
Lloyds CC Nov 25 14	28/11/25	6185		£19.65	£0.00	£19.65		When I Work	CK staff planning 3802/1/1
Lloyds CC Nov 25 15	28/11/25	6187	RTC806701	£90.67	£15.11	£75.56	RLOS	Amazon	various supply items required for fireworks event - tape, cable ties. Batterys, lights, etc 3100/1
Lloyds CC Nov 16	28/11/25	6188	RTC806695	£190.00	£0.00	£190.00	RLOS	New Forest District Council	LICRC/25/04819 Road Closure 3100/2
									Winter Wanderland Road Closure paid for on Charly's Credit Card
Lloyds Nov 25 17	28/11/25	6189	RTC806703	£271.81	£34.14	£237.67	RLOS	Booker	Café food items 3802/3/1
Lloyds CC Nov 25 1	28/11/25	6190	RTC806704	£456.11	£30.04	£426.07	RLOS	Booker	Café food sales 30.10.25 - orders 3802/3/1
		6169/1		£22.30	£0.00	£22.30	Counc	Ringwood Town Council	Coffe, tea, milk 10000
		6169/2		£12.62	£0.00	£12.62	Counc	Ringwood Town Council	Cleaning products 10000
		6169/3		£3.00	£0.50	£2.50	Counc	Ringwood Town Council	Remembrance cards 10000
		6169/4		£4.99	£0.83	£4.16	Counc	Ringwood Town Council	Christmas stickers 10000
Petty Cash Nov 25	30/11/25	6169		£42.91	£1.33	£41.58		Ringwood Town Council	Petty Cash November 2025 10000
Total				£102,440.99	£5,311.04	£97,129.95			

POLICY AND FINANCE COMMITTEE 10TH DECEMBER 2025

UPDATED

A

ACCOUNT BALANCES & TRANSFERS

<u>Account Name</u>	<u>Predicted 30-Nov-25</u>	<u>Transfers during Nov-25</u>	<u>Actual at 30-Nov-25</u>	<u>Predicted Movement in December 2025</u>	<u>Predicted 31-Dec-25</u>
	£	£	£	£	£
Imprest (Current) Account	38,287	-131	53,778	-25,000	28,778
Business Account	5,925	0	5,925	0	5,925
Investment Account	450,000	0	450,000	-55,000	395,000
Petty Cash - Imprest	69	131	157	0	157
Petty Cash - Carvers Clubhouse	50	0	50	0	50
VIC Change Float	0	0	0	0	0
Information Desk Float	75	0	75	0	75
TOTALS	494,406	0	509,986	-80,000	429,986

Note: Imprest and Business Accounts are with Lloyds Bank plc and the Investment Account is with CCLA

Notes:

1 **Imprest Account**

£

inc PWLB
repayments and
Christmas lights
contract balance

Anticipated net expenditure to end December
Anticipated transers out in December
Potential Football Foundation Payment (Likely January 2026) £58.866.52

80,000
-55,000

Net anticipated movement on imprest account

25,000

2 **Investment Maturity**

No investments due to mature

3 The bank accounts were reconciled at 30th November

REPORT TO POLICY & FINANCE COMMITTEE – 10 DECEMBER 2025
Budget Monitoring Position & Revised Budget 2025/26

1. Purpose of Report

- 1.1. To update Members on the financial position for 2025/26, present a revised budget based on the latest income and expenditure information, and outline key variances and risks.

2. Background

- 2.1. Due to the absence of a Finance Manager for several months, officers have not been able to produce a budget comparison report to the same level of detail as in previous years.
- 2.2. Nevertheless, sufficient information is available to provide a reliable and governance-compliant update on the Council's position at this point in the financial year.

3. Approach Taken

- 3.1. Officers have reviewed budget lines for the year to date, focusing on:
- actual reserve movements
 - confirmed increases in income
 - updated staffing costs
- 3.2. This has enabled a revised budget to be prepared which reflects the most accurate position available until the new Finance Manager is fully in post.

4. Headline Position

- 4.1. The original net budget for 2025/26 was £691,195.
- 4.2. Following the review of income and expenditure, the revised estimated year-end requirement is £672,675.
- 4.3. However, we are due to pay the final contractor fee for the Long Lane project. This is circa £60,000. Due to delays in other elements of the project, the grant income to offset this may not come in during this financial year.
- 4.4. No material risks to the Council's ability to meet its financial commitments have been identified at this stage.

5. Key Variances (Summary)

- 5.1. Income increases have been recorded in several areas, including events, room hire and cemetery services.
- 5.2. Staffing costs are estimated to exceed budget by year of at approximately £17,000, reflecting the new post approved after the budget was set.
- 5.3. Increased consultancy costs for locum finance manager and support from ex members of staff on particular projects
- 5.4. Reserves have been adjusted to reflect actual usage and updated project profiles.
- 5.5. No overspends of concern are currently identified

6. Risks and Uncertainties

- 6.1. The Long Lane project as noted above.

6.2. The absence of a Finance Manager for part of the year has been a challenge. A new Finance Manager will be joining shortly and financial monitoring will continue to be supported in the interim through locum support and internal oversight.

7. Next Steps

7.1. A fuller monitoring report will be provided once the new Finance Manager is in post and financial systems are fully updated.

7.2. The revised position presented here forms the baseline for the draft 2026/27 budget elsewhere on this agenda.

8. **Recommendation**

Members are asked to:

8.1. **Note** the revised budget for 2025/26 as set out in this report.

For more information:

Charmaine Bennett, Town Clerk

01425 484720

Charmaine.bennett@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/25 and 30/11/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
INCOME					
Policy & Finance					
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£27,320.00	£0.00	£17,074.57	-£10,245.43
310	Events	£38,000.00	£0.00	£42,882.38	£4,882.38
320	Cemetery Income	£27,609.00	£0.00	£28,480.82	£871.82
330	Allotment Income	£7,380.00	£0.00	£6,964.95	-£415.05
350	Capital Income	£150,000.00	£0.00	£500.00	-£149,500.00
380	Carvers Clubhouse	£26,500.00	£0.00	£24,063.16	-£2,436.84
Total Recreation, Leisure & Open Spaces		£276,809.00	£0.00	£119,965.88	-£156,843.12
Planning, Town & Environment					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00	£0.00
Council					
100	Precept	£683,620.00	£0.00	£683,620.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£118.53	£118.53
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£168,786.00	£30,304.55	£139,682.54	-£59,408.01
Total Council		£852,406.00	£30,304.55	£823,421.07	-£59,289.48
Total Income		<u>£1,130,315.00</u>	<u>£30,304.55</u>	<u>£944,486.95</u>	<u>-£216,132.60</u>

Financial Budget Comparison

Comparison between 01/04/25 and 30/11/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£138,083.00	£17,942.00	£88,332.94	£67,692.06
2100	Maintenance	£49,949.00	£0.00	£21,096.76	£28,852.24
2200	Democratic Process (members Costs)	£13,890.00	£0.00	£5,438.20	£8,451.80
2210	Grants	£2,000.00	£0.00	£1,100.00	£900.00
2300	Employee Costs- Allocated Office Staff	£125,270.00	£0.00	£51,179.33	£74,090.67
2310	Employee overhead Costs	£4,117.00	£0.00	£9,886.41	-£5,769.41
2400	Other	£37,173.00	£0.00	£40,189.70	-£3,016.70
2500	Capital Financing	£31,546.00	£0.00	£36,114.12	-£4,568.12
2501	Capital	£29,932.00	£0.00	£7,805.00	£22,127.00
2600	Wages Control Account	£0.00	£0.00	£136,200.45	-£136,200.45
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£57.75	-£57.75
Total Policy & Finance		£431,960.00	£17,942.00	£397,400.66	£52,501.34
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£75,779.00	£39,953.64	£83,715.87	£32,016.77
3001	RL&OS -Employee Costs	£188,887.00	£0.00	£78,247.78	£110,639.22
3002	Employee Costs	£2,000.00	£0.00	£690.00	£1,310.00
3100	Events	£19,812.00	£0.00	£10,075.04	£9,736.96

Financial Budget Comparison

Comparison between 01/04/25 and 30/11/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£17,606.00	£0.00	£8,067.07	£9,538.93
3200	Cemetery	£9,948.00	£0.00	£5,117.99	£4,830.01
3201	Cemetery -Employee Costs	£60,275.00	£0.00	£24,931.85	£35,343.15
3300	Allotments	£2,575.00	£4,650.00	£7,426.84	-£201.84
3301	Allotments -Employee Costs	£18,284.00	£0.00	£7,551.24	£10,732.76
3350	Capital Expenditure	£218,080.00	£47,604.08	£124,284.67	£141,399.41
3801	Youth Services Employee costs	£59,890.00	£0.00	£34,568.44	£25,321.56
3802	Carvers Clubhouse	£38,440.00	£35,964.66	£25,919.40	£48,485.26
Total Recreation, Leisure & Open Spaces		£711,576.00	£128,172.38	£410,596.19	£429,152.19
Planning, Town & Environment					
4000	Planning, Town & Environment	£3,589.00	£1,940.82	£2,550.56	£2,979.26
4001	Employee Costs	£38,226.00	£0.00	£15,577.63	£22,648.37
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£41,815.00	£1,940.82	£18,128.19	£25,627.63
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.14	-£0.14
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00
Total Council		£0.00	£0.00	£0.14	-£0.14
Total Expenditure		£1,185,351.00	£148,055.20	£826,125.18	£507,281.02

Financial Budget Comparison

Comparison between 01/04/25 and 30/11/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve Movements	Actual Net	Balance
Total Income	£1,130,315.00	£30,304.55	£944,486.95	-£216,132.60
Total Expenditure	£1,185,351.00	£148,055.20	£826,125.18	£507,281.02
Total Net Balance	-£55,036.00		£118,361.77	

RESERVES & PROVISIONS 1/4/25 to 1/4/26

Appendix B

A

	Actual Balance 01/04/25 £	Transfers 2025/26 :				Balance 01/04/26 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	
<u>EARMARKED PROVISIONS</u>						
I.T. & Equipment	28,300	1,700	-17,942			12,058.00
Gateway	25,000	0	0			25,000.00
Cemetery	27,033	0	0			27,032.72
Buildings Reserve	51,534	4,500	0			56,033.97
Election	5,000	5,000	0			10,000.00
Vehicle & Machinery	51,546	20,000	-39,950			31,596.10
Play Equipment	22,516	6,400	-7,164			21,752.18
Memorials	0		0			0.00
Christmas Lights	10,283		-6,000			4,282.50
Carvers Clubhouse equipment reserve	3,988	1,000	-1,000			3,988.49
Ringwood Events	18,152	5,582	-500			23,234.37
Memorial Lantern	0		0	0		0.00
Carvers Grounds	175		0			175.20
Carvers Sheds feasibility	0		0			0.00
Infrastructure & Open Spaces	15,371	3,000	0			18,370.77
Open Space Security Measures	1,406	0	-1,406			0.04
Neighbourhood Plan	3,383	0	0			3,383.07
Football development Project	0	0	0			0.00
Budget Underspends retained for use in 2024/25*	3,000	0	0			3,000.00
Total Provisions	266,687	47,182	-73,962	0	0	239,907.41
<u>RESERVES</u>						
Earmarked Reserves:						
Dev Contribs	13,805		-845			12,960.46
Cem Maint	270		-230			40.00
Dev Cons(CIL)	35,158		-15,566	5,206		24,796.73
Capital Receipts	18,942					18,942.34
Grants Unapplied	72,339		-79,169	25,099	-2,690	15,579.41
Loans Unapplied	0					0.00
Maintenance contract fees in advance (Ellingham PC)	3,152		-1,576			1,576.00
Total Earmarked Reserves and Provisions	410,354	47,182	-171,348	30,305	-2,690	313,802.35
General Reserve	236,927		32,945		2,690	272,562
Key & Rent Deposits	19,613					19,613
Total Reserves & Customer Deposits	666,893	47,182	-138,403	30,305	0	605,977

Monthly CIL Reserve report to Policy & Finance Committee

CIL Reserve balance as at 1 March 2025: £44,908.67

Less funds applied 2024/25:

Columbarium/Memorial Wall - F/6248 22 Nov. 2023	£2,944.03	
Carvers MUGA - F/6320 19 June 2024	£6,807.00	
Total funds applied 2024/2025		<u>-£9,751.03</u>

Balance held in reserves at 31 March 2025 £35,157.64

Plus receipts:

Consent No.: 20/10976	£1,402.06	
Consent No.: 23/10467	£1,353.07	
Total receipt April 2025		£2,755.13
Consent No.: 23/10874	£844.06	
Consent No.: 24/10339	£272.56	
Consent No.: 24/10527	£1,333.50	
Total receipt October 2025		£2,450.12

Less funds applied 2025/26:

Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) & F/6454 23 July 2025	£3,008.64
Bus shelters - F/6423 21 May 2025	£1,095.82
Upper Kingston fence - F/6423 21 May 2025	£4,650.00
MUGA signage - F/6465 17 Sept 25	£549.00

Less agreed allocations:

Carvers MUGA - F/6465 17 Sept 25 (up to additional £10,000)	£9,451.00	
Poulner Lakes road upgrade - F/6423 21 May 2025	£15,000.00	
		<u>-£33,754.46</u>

Unallocated balance as at 4 December 2025 £6,608.43

Notes:

The balance at 1 March 2025 takes into account expenditure incurred in previous financial years. Expenditure incurred in 2024/25 has also now been transferred from the reserve. The agreed allocation amounts takes these transfers into account and so cancelling any project would not therefore necessarily release the entire allocation back to the unallocated balance.

The unallocated balance takes no account of expenditure which has not been formally allocated for a particular purpose even if it known or highly likely that it will need to be met from the CIL reserve.

REPORT TO POLICY & FINANCE COMMITTEE – 10 DECEMBER 2025

Draft Budget 2026/2027

1. Purpose of Report

- 1.1. To present the draft budget for 2026/27, set out key assumptions and financial pressures, report changes since the November committee reviews, and seek guidance ahead of recommending a final budget and precept to Full Council in January.

2. Background - how the budget has been prepared

- 2.1. Budget preparation for 2026/27 followed approval of the Strategic Plan in October. Each committee reviewed its budget areas in November, and adjustments have been made following feedback from Members. Budget managers evaluated cost centres line-by-line, confirming commitments, addressing pressures and identifying efficiencies.
- 2.2. To support internal financial control during a transitional period, the former RFO has reviewed entries and assisted officers in consistent use of the “sandbox”.
- 2.3. This consolidated draft brings together all committee budgets into a single Council-wide position.

3. Budget Assumptions and Pressures

- 3.1. Inflation continues to affect utilities, contracts, fuel, equipment and materials. The following assumptions have been applied in the 2026/27 draft budget:

<i>Category</i>	<i>Assumption</i>	<i>Examples</i>
Pay	3%	Staff salaries, overtime, sessional hours
Utilities	2.5%	Electricity, gas, water
Other expenditure	2.1%	Materials, office supplies, small equipment
Non-contractual expenditure	2.1%	Ad hoc repairs, one-off services, professional fees
Income	2%	Fees, bookings, charges
Fixed expenditure	0%	Fixed-price contracts, licences already agreed

- 3.2. Reserves: Earmarked reserves remain aligned to agreed purposes and projects. The General Reserve has been assessed against sector guidance that smaller authorities should normally hold between 3 and 12 months of net revenue expenditure.

4. Updates Since November Committee Reviews

- 4.1. *Council tax base*: The Council Tax Base for 2026/27 has *reduced*. As the precept is shared across fewer Band D-equivalent properties, even with

identical expenditure to last year, the Band D charge would rise simply to maintain income. The reduction is small (-0.18%) but previous iterations of the budget had assumed a 1% increase- this is the first reduction in the tax base RTC officers can recall.

- 4.2. *Minimum wage increase:* The Government has confirmed the National Minimum Wage increase for April 2026. Staffing cost projections have been updated accordingly, particularly for lower-graded and sessional roles.
- 4.3. *Pension contributions:* Hampshire Pension Fund has indicated a reduced employer contribution rate following the triennial LGPS valuation. A prudent estimate of this saving has been included; final figures will follow in early 2026.
- 4.4. *Waste Removal Costs:* Updated contractor quotes indicate spend will remain broadly in line with previous years, and the earlier provisional uplift has been removed.
- 4.5. *Merging of Computer Budgets:* The previous split between Computer Maintenance and Software costs has been merged into a single line. One of the old lines now shows £0, which reflects a presentation change rather than any reduction in budget provision.
- 4.6. *Long Lane Football Project – Cashflow Timing:* The final payment to Knights Brown is likely to be due before receipt of the Football Foundation grant. While this does not change the net budget, it creates a short-term cashflow impact. Officers will monitor this closely and update Members in January once grant timing is confirmed.
- 4.7. *Grounds Maintenance Building – Earmarked Reserve:* Planning permission has been accepted for the new Grounds Maintenance building. A £10,000 earmarked reserve has been added so that the project can be progressed. Experience would tell us that this may be the minimum required to enable to project to develop.

5. General Reserve Position

- 5.1. *Auditor comment:* In the 2024/25 AGAR, the external auditor advised that the Council's General Reserve, after excluding earmarked amounts, was below the minimum level recommended in the JPAG Practitioners' Guide. The Guide states that smaller authorities should normally hold a reserve equivalent to three to twelve months of net revenue expenditure. At the 2024/25 year-end, the Council held the equivalent of 2.1 months, which the auditor considered too low.
- 5.2. *Why the minimum matters:* Maintaining reserves at or above the recommended minimum is essential for financial resilience and to ensure the Council can respond to unexpected costs without disruption to services.
- 5.3. *Reserve requirement for 2026/27 (minimum level):* Using the same method as the external auditor (total payments divided by 12):

- Projected payments (gross expenditure): £1,037,407

- Minimum reserve required for 3 months:
 $\text{£1,037,407} \div 12 \times 3 = \text{£259,353}$
- Projected General Reserve (31 March 2027): £260,924

5.4. *Reserve margin*: This means the Council is projected to hold just above the minimum recommended level, with a margin of only £1,571.

5.5. *Risks of a minimum level reserve*: a reserve held at this level provides limited protection against:

- vehicle or equipment failures
- urgent tree work
- unplanned building or play area repairs
- insurance excesses
- short-term cashflow pressures (e.g., Long Lane final payment timing)

5.6. Under the draft figures, an 8% increase in the precept would maintain General Reserves at 3.0 months - the minimum recommended level. A 10% increase would strengthen reserves slightly, adding approximately £13,600 (equivalent to around £2.50 per household per year) and increasing reserve cover to around 3.17 months.

5.7. Members are invited to consider the level of financial resilience they feel is appropriate for 2026/27, noting that the projected General Reserve sits only just above the minimum recommended threshold. In reaching a view on the precept, Members may wish to consider the auditor's previous comment, the reduced Council Tax Base, ongoing inflation, the timing of project payments, and the risks identified elsewhere in the budget.

5.8. Members should note that any increase below 8% would not maintain the General Reserve at the minimum three-month level recommended in the JPAG Practitioners' Guide and referenced by the external auditor. A lower increase would therefore only be achievable through reductions to earmarked reserve contributions or adjustments to planned projects, which would reduce the Council's ability to progress agreed priorities or respond to future costs.

6. Council Tax and Precept Considerations

6.1. Band D Impact of Options

Option	Band D (per year)	Annual Increase	Weekly Equivalent	Reserve Cover
8%	£134.06	£9.93	£0.19	3.00 months (minimum)
9%	£135.30	£11.17	£0.21	3.10 months
10%	£136.54	£12.41	£0.24	3.17 months

6.2. Recent Increases (for context)

- 2025/26: 6.12%
- 2024/25: 4.91%
- 2023/24: 10.0%

- 6.3. This shows that increases of this scale have been used previously during periods of inflationary or cost pressure.

7. Factors Affecting the 2026/27 Precept Requirement

- 7.1. Several external pressures have contributed to the need for an increase this year. These pressures are outside the Council's control and collectively affect the cost of maintaining existing services.

- A reduction in the Council Tax Base for the first time in many years
- The national minimum wage uplift, affecting staffing costs
- Inflation affecting utilities, contracts, and materials
- The need to maintain the General Reserve at the level recommended by JPAG and noted by the external auditor

8. Decision for Members

- 8.1. Members are asked to balance:

- affordability for residents
- the need to maintain appropriate reserves
- the risks highlighted in the budget
- long-term financial stability
- compliance with the external auditor's expectations

when determining what level of precept to recommend for 2026/27.

9. Next Steps

- 9.1. Figures will continue to be refined through December and early January as updated information becomes available.

- 9.2. A final draft budget for 2026/27 will be presented to Policy & Finance Committee on 21 January 2026.

- 9.3. Following this meeting, officers will provide NFDC with a provisional, non-binding indication of the expected precept for planning purposes, based on the Committee's guidance.

- 9.4. The formal precept submission will be made after Full Council approves the final budget on 28 January 2026.

10. Recommendations:

In order to progress development of the budget for 2026/27, Members are asked to:

1. Consider and confirm the inflation and other assumptions outlined in section 3 for use in the 2026/27 draft budget.
2. Indicate what level of Council Tax increase might be acceptable, to guide officers in preparing the final draft budget and precept recommendation for the January meeting.

For further information please contact:

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RINGWOOD TOWN COUNCIL BUDGET 2026/27										
1	2	4	5	6	7	8	9	10	11	
	Committee	Actual 22/23	Actual 23/24	Actual 24/25	Budget 25/26	Revised 25/26	Inflation	Known Changes*	Budget 26/27	
		£	£	£	£	£	£	£	£	
	Policy & Finance									
	Expenditure	382,040	421,425	61,478	430,796	452,762	9,669	19,321	452,049	
	Income	-133,528	-215,977	0	-168,785	-174,385	-1,791	-13,025	-183,602	
	Net Expenditure	248,512	205,448	61,478	262,011	278,377	7,878	6,296	268,448	
	Transfers to Reserves	14,000	45,595	0	12,700	12,700	0	0	14,700	
	Transfers from Reserves	-37,841	-15,042	0	-3,000	-24,442	0	0	-600	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	224,671	236,001	61,478	271,711	266,635	7,878	6,296	282,548	
	Recreation & Leisure									
	Expenditure	1,069,677	2,280,039	55,563	484,747	463,747	6,880	-14,797	265,217	
	Income	-517,390	-1,962,442	0	-177,318	-127,318	-241	1,718	-25,841	
	Net Expenditure	552,287	317,597	55,563	307,429	336,429	6,639	-13,079	239,376	
	Transfers to Reserves	17,900	17,900	0	26,400	26,400	0	0	47,000	
	Transfers from Reserves	-365,598	-85,180	0	-89,416	-137,680	0	0	-20,484	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	204,589	250,317	55,563	244,413	225,149	6,639	-13,079	265,892	
	Events									
	Expenditure	51,702	41,356	28,449	37,418	40,371	671	23,000	68,402	
	Income	-35,311	-49,857	-42,125	-38,000	-44,321	0	-8,000	-48,500	
	Net Expenditure	16,391	-8,501	-13,677	-582	-3,950	671	15,000	19,902	
	Transfers to Reserves	0	12,361	0	5,582	5,582			0	
	Transfers from Reserves	-10,823	0	0	0	0			-14,902	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	5,568	3,860	-13,677	5,000	1,632	671	15,000	5,000	
	Cemeteries									
	Expenditure	63,343	66,427	10,739	70,224	70,224	2,010	-3,315	69,816	
	Income	-41,041	-37,989	-33,296	-27,609	-33,458	-525	-6,500	-34,642	
	Net Expenditure	22,302	28,438	-22,557	42,615	36,766	1,485	-9,815	35,174	
	Transfers to Reserves	2,500	2,500	2,500	0	0	0	0	1,000	
	Transfers from Reserves	-230	-250	0	-230	-230	0	0	-40	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	24,572	30,688	-20,057	42,385	36,536	1,485	-9,815	36,134	
	Allotments									
	Expenditure	19,577	23,718	1,880	20,858	25,338	607	-314	21,371	
	Income	-5,954	-7,791	-7,623	-7,380	-7,380	-148	400	-7,128	
	Net Expenditure	13,623	15,927	-5,743	13,478	17,958	460	86	14,243	
	Transfers to Reserves	0	0	0	0	0			0	
	Transfers from Reserves	0	0	0	0	-4,650			0	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	13,623	15,927	-5,743	13,478	13,308	460	86	14,243	
	Carvers Clubhouse									
	Expenditure	100,991	98,786	105,807	98,329	93,909	0	0	117,937	
	Income	-26,274	-29,128	-27,084	-26,500	-27,500	0	0	-30,000	
	Net Expenditure	74,717	69,658	78,723	71,829	66,408	0	0	87,937	
	Transfers to Reserves	2,500	2,500	0	2,500	2,500	0	0	2,500	
	Transfers from Reserves	-2,841	-165	0	-1,000	-1,000	0	0	-1,000	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	74,376	71,993	78,723	73,329	67,908	0	0	89,437	
	Planning, Town & Environment									
	Expenditure	37,474	30,610	40,583	41,815	42,548	1,210	0	42,615	
	Income	-5,850	-1,100	-11,100	-1,100	-1,100	0	0	-1,100	
	Net Expenditure	31,624	29,510	29,483	40,715	41,448	1,210	0	41,515	
	Transfers to Reserves	0	3,650	0	0	0	0	0	0	
	Transfers from Reserves	-6,016	-2,784	-960	-1,000	-1,941	0	0	-1,000	
	Growth bids and adjustments (net of transfers from reserves and income)								0	
	Committee net expenditure	25,608	30,376	28,523	39,715	39,507	1,210	0	40,515	
	Total Base Expenditure	1,724,804	2,962,361	304,500	1,184,186	1,188,898			1,037,407	
	Total Income	-765,348	-2,304,284	-121,229	-446,692	-415,463			-330,813	
	Total transfer to reserves	36,900	84,506	2,500	47,182	47,182			65,200	
	Total Transfer from reserves	-423,349	-103,421	-960	-94,646	-169,943			-38,026	
	Total New Bids				1,164				0	
	Less funded from earmarked reserves								0	
	Total Budget Requirement	573,007	639,162	184,811	691,194	650,675			733,768	
	Precept	531,856	553,949	610,429	683,620	683,620			733,768	
	Covid Relief grant		4,071		0	0				
	Transfer to/-from General Reserve	-41,151	-81,142	425,618	-7,574	32,945			0	

REPORT TO POLICY & FINANCE COMMITTEE – 10 DECEMBER 2025

LOCAL GOVERNMENT PENSION SCHEME – MEMBERSHIP OF TOWN & PARISH COUNCILS GROUP

1. BACKGROUND

- 1.1 The Town Council is an active member of Hampshire Pension Fund and since 2019 has been a member of the Town and Parish Councils (TPC) group within the Fund. This means that all of our assets and liabilities are grouped together with other members of the group and a common employer's contribution rate is determined.
- 1.2 Every three years the pension fund undergoes a revaluation exercise to determine the contribution rate for the subsequent three years. Individual group members are given the opportunity to withdraw from the group and opt to have an individual contribution rate determined. The Town Council is therefore invited to consider whether it wishes to withdraw from or remain in the TPC group.

2. 2025 REVALUATION

- 2.1 The initial results of the revaluation of the fund in 2025 show that it is in surplus with a funding ratio of 119%. (At the 2022 valuation the fund was in surplus with a funding ratio of 104%)
- 2.2 The Hampshire Pension Fund has proposed, therefore, that the employer contribution for the group reduce from the current level of 21.4% of gross pay to 19.4% for the next 3 years.
- 2.3 The Hampshire Pension Fund does not expect to adjust the contribution rate if a limited number of group members leave, but may have to do so if that number significantly alters the funding ratio.

3. RATIONALE FOR POOLING

- 3.1 There are two main benefits of being in a group. Firstly, there is reduced volatility due to changes in the workforce and hence stability in financial planning.
- 3.2 Secondly, risk is also shared across the group so that death in service or ill health retirement benefits, for example, are shared rather than fall upon an individual employer.
- 3.3 The contribution rate is affected by the average age of current active members (i.e. employees who are in the pension scheme). In essence, the older the workforce, the higher the liability and consequently the higher the contribution rate.
- 3.4 The average age of current active members in the TPC group is 58.3, slightly higher than Ringwood Town Council's average of 57.3. While this small age difference means that, in theory, an individual contribution rate for Ringwood could be marginally lower, the benefits of remaining in the group, including pooled risk, reduced financial volatility, and predictable contribution rates, continue to outweigh any potential savings.

4. RECOMMENDATION

- 4.1 It is RECOMMENDED that the Town Council maintain its membership in the Town and Parish Council group within the Hampshire Pension Fund.

For further information please contact:

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Current Projects Update

D

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet in February 2026. Hoping to deliver artwork and information boards in advance of main project, to tie in with 800th anniversary of market charter celebrations.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Phase 2 completed - report to be presented to PT&E on 05/12/2025. Climate Adaptation project being considered.	Greening Campaign Phase 2 focussed on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launched Parish Council Bus Shelter Grant in October 2025. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road - outcome expected by end of 2025. No sponsor yet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:							
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in spring 2026.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.	
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	No financial implications.	
Policy & Finance Committee							
PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.	
Recreation, Leisure & Open Spaces Committee							
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered. An additional plan has been requested and sent but otherwise we are still waiting to hear the outcome of the decision.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.	

RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The documents required to resolve the boundary discrepancies are with the solicitors for completion. They have been chased and also in the process of arranging a meeting with NFDC about this and other recreation mitigation projects in the town.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Met with Playdale following Play Inspection Report. Installation of a drinking water fountain is progressing, waiting final quote from local supplier. Accepted quote for supply and installation of wildflower turf and pollinator planting as well as 6 new trees and guards and moving the 2 broken elms. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party date in October	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed

Staffing Committee

None

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources	
Full Council								
None								
Planning Town & Environment Committee								
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project			
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square, as well as at entrances to the town.	Cllr Day		Floated as possible future project			
	Flood Relief	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane. Input to Action Plan for Avon Catchment Management Plan.					Developers contributions / CIL	
Policy & Finance Committee								
None								
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	
	Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided	

War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Bickerley tree-planting	Planting a row of trees alongside the through path	None	None	Need identified. Awaiting funding.	Unknown	To be decided

Staffing Committee

None

D

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC1	Long Lane Football Facilities Development	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
PTE4	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025	
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025	
PF13	Office IT overhaul	New hardware and IT support provider	Completed Sept 2025	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22